

# CONFIDENTIAL

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25 March 1952

## MEMORANDUM FOR THE RECORD

SUBJECT: Security Briefing

25X1 I attended this morning, Tuesday, March 25, security briefing given by [ ] to new employees.

This briefing will be commented on against the background that it should make most effective use of the time available to accomplish the following purposes:

1. Creating a general sense of the importance of security using showmanship and the best possible lecture technique.
2. Explaining those elements of physical security that should and can be explained in a general lecture.
3. Discussing those items of physical security which personally affect each employee.
4. Answer those questions about security which each new employee has uppermost in his mind.

### Briefing itself:

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1. The program opened at 9 o'clock with the State Department movie.
  2. At 9:30 after a 3-minute break the audience was asked the security violations they noticed in the film.
  3. The speaker then made the apology that the material was basic for all employees and that old employees should excuse such rather elementary stuff.
  4. The speaker gave a general justification of security and the need for it in CIA (like [ ] he volunteered that there were over 3000 safes scattered in about 25 buildings in Washington).
  5. He next discussed generally the system of physical security throughout the agency.
  6. After a discussion of custodianship and the classifications of security, there was a 12-minute break at 10 o'clock.
  7. After a summary of the first part of the briefing, the speaker mentioned that a test would be given. By so doing the speaker was able to gain the attention of several who had not been listening.
  8. There was next a technical discussion of locks and safes and mechanisms in locks and safes which was much like an abstract discussion of motors to an audience that (1) would have had to see those motors, and (2) didn't have any real reason to hear about this anyway.
  9. There was next a discussion of the duties of the Staff Duty Officer and the inspections by guards.
  10. The speaker next discussed the penalty system. This could have been a lot more effective had the penalties for security violations been presented in a sterner light.
  11. Next there was a discussion of typical security violations, a discussion of badges, and a discussion of how visitors should be handled.
  12. After a break of 10 minutes from 10:45 to 10:55, the speaker took up the question of talking and the identification of employees with the CIA. Under this general subject the discussion of personal credit to employees was taken up.
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- 25X1
13. After talking about the storage and transmittal of classified material, [ ] concluded his briefing at 11:30 AM.

Comments:

1. At the beginning of the talk the door in the back of the room was open and rewinding of the film prevented the last three rows from hearing the speaker.
2. The position an Agency employee may take in private life with respect to employment in the Agency is confusing from the talk. The audience, for example, found it difficult to reconcile not giving where you work to the outside world and then giving the name of a CIA personnel officer to stories from which you wanted personal credit.
3. Material presented in the briefing is not in line with the purpose the briefing should achieve. Example: the lengthy discussion of the locks of the safes.
4. The briefing is not the polished product it could and should be. We certainly have people within the organization who are trained in this field and could lend their joint efforts to producing something outstanding.
5. The movie is reasonably effective and with an explanation of the specific differences between Agency practices and State Department practices it should suffice for the time being. Perhaps actual adaptation of it to CIA might go hand in hand later with a project to remind CIA employees of basic security principles a second time.

[ ]

Copy for Mr. Hedden

25X1

26 February 1952

MEMORANDUM FOR THE RECORD

SUBJECT: Security Briefing

At 9:00 a.m., Tuesday, 26 February, I attended the first half of the security briefing given by I&S to new employees. I plan to take in the latter half next week.

25X1 The program opened with an old State Department movie which was reasonably interesting and impressive. Then a talk was given by a [ ] of the Physical Security Branch of I&S. He started his talk by indicating the duties of a custodian of an area and of a safe. He volunteered that we had over 3,000 safes scattered in 25 buildings in Washington. This is gratuitous information which this group of new employees certainly has no need to know.

He then passed around a safe lock, demonstrating how the file locks work - again unnecessary information.

He then told the group that the MP safes all start their combinations to the left but all others start to the right! This seems to me to be a violation of security. He then told that safe combinations should be changed every six months and that the names of the custodians should be on the drawers.

He outlined the duties of the Staff Duty Officer, of the guards who make night rounds, and passed about a Staff Duty Officer Check List -- all certainly of little meaning or interest to most people there.

He next discussed the penalties for security violations, the net result of which was to make it sound relatively unimportant, as he pointed out that you are allowed three violations before you are fired.

He then outlined what are the most frequent security violations, pointing out that safes are left open most often when people hurry away at night, before week-ends, and before holidays. I could not help but think that this would be handy information to know if I were looking for an opportunity to penetrate some of these safes.

Stuart Hedden  
Inspector General

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3 March 1952

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25X1 This morning [ ] handled the briefing and finished it without an intermission by 11:00. It was much better than the briefing given last week by [ ]

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The following are suggestions which are not adequately covered in the security lecture:

1. No line is clearly drawn as to the position an Agency employee may take in private life with respect to employment in the Agency. He is told he may tell his wife and family where he is employed and that he may tell people who would know anyway but is left in confusion as to what to say to casual social acquaintances. It is also not clearly pointed out that Agency permission must be had for taking university courses, joining discussion groups, etc.
2. There are not enough visual aids in the presentation and passing the safe lock around the room is distracting.
3. The State Department movie is shown but the specific differences between Agency practices and State Department practices are not pointed out.
4. The actual technique of closing a safe is not shown.
5. Recital of security regulations loses all force after the first two or three regulations have been explained. The best thing a lecture of this kind can do is create a general sense of the importance of security and this requires considerably more showmanship than is used and more specific examples of security violations should be given.
6. The negative aspects of security information are not emphasized, meaning that a denial of the fact or of knowledge is often as illuminating as an affirmative statement.

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